

Administrative Directive 8.2, Inmate Death
Prepared for signature 1/13/97 - effective 2/21/97

1. Policy. The Department shall ensure a proper response in the event of an inmate death.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81, 19a-406, 19a-407 and 19a-408.
 - B. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4374 and 3-4375.
 - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-4E-44 and 3-ALDF-4E-45.
 - D. National Commission on Correctional Health Care, Standards for Health Care in Prisons, Second Edition, April 1994, Standards P-05, P-08, P-10, and P-61.
 - E. National Commission on Correctional Health Care, Standards for Health Care in Jails, Second Edition, April 1994, Standards J-05, J-08, J-10 and J-60.
 - F. Administrative Directives 4.1, Offender Records; 4.4, Access to Information; 6.6, Reporting of Incidents; 6.9, Control of Contraband and Criminal Physical Evidence; and 8.10, Quality Improvement.
3. Definitions. For the purposes stated herein, the following definitions shall apply:
 - A. Community Death. The death of an inmate living in the community under supervision by the Community Services Division.
 - B. Death. The condition in which a person's bodily functions have ceased irreversibly, including but not limited to, the cessation of pulse, respiration, heartbeat and pupil reaction.
 - C. Department of Correction Contract Facility Death. The death of an inmate assigned to a Department of Correction contract residential facility, e.g., a halfway house, under the supervision of the Community Services Division, regardless of where the death occurred.
 - D. Department of Correction Facility Death. The death of an inmate assigned to a Department of Correction facility, regardless of where the death has occurred.
 - E. Disposition of the Body. The burial, cremation or legal anatomical donation of the body of a deceased inmate.
 - F. Next of Kin. The spouse, guardian, closest living relative, a person designated by the inmate or person designated by a probate court to have custody of the body, pursuant to a legal petition.
 - G. Pronouncement of Death. The declaration of death and the completion of the death certificate by the physician who has made the determination of death.
4. Pronouncement of Death. A physician shall be the only person to pronounce the death of an inmate. If the Office of the Chief Medical Examiner informs the Department of Correction physician that a Medical Examiner will not respond to the scene to pronounce and investigate the death, the responsible Department of Correction physician or contract

physician shall pronounce the death.

5. Notification. Upon the death of an inmate either in a facility or in the community, the following notifications shall be made.
 - A. Any institutional employee or contractor having knowledge of the death of an inmate shall immediately notify the Shift Commander who shall continue notification of the appropriate staff and completion of all incident reports in accordance with Administrative Directive 6.6, Reporting of Incidents.
 - B. The Health Services nursing staff member on duty shall complete the appropriate incident report(s) and notify the following personnel: physician consultant on-call; Correctional Health Services Administrator, who shall notify the Director of Health and Mental Health Services immediately of any unexpected death, but no later than the next business day when death has occurred to a patient who was known to be terminally ill and Correctional Hospital Nursing Supervisor on their next working shift.
 - C. If there is no Health Services nursing staff member on duty, the Shift Commander shall notify the on-call Correctional Health Services Administrator who shall conduct the notifications listed in Section B above.
 - D. The physician consultant shall report the death to the Office of the Chief Medical Examiner and inquire if a Medical Examiner will respond to the scene to pronounce and investigate the death. If the Medical Examiner determines that investigation is unnecessary, the body shall remain under the authority of the facility Unit Administrator, pending disposition.
6. Staff Responsibilities. The death of an inmate, assigned to a Department of Correction facility and not a patient in a community hospital, shall be handled in accordance with Administrative Directive 6.9, Control of Contraband and Criminal Physical Evidence, if the death occurs on the facility property or at work or assignment location.
7. Next of Kin Notification.
 - A. Upon the death of an inmate in a Department of Correction facility or Department of Correction contract facility, whether the death has occurred in the facility or in a community hospital, immediate telephone notification to the next of kin shall be made by the facility Chaplain, if applicable, or by the Unit Administrator, regardless of the time of day or night. If the notifier is not immediately able to contact the next of kin, a diligent effort to do so shall be continued over at least a 24 hour period. The identity of the deceased shall not be disclosed to the media until the next of kin have been notified, or until the Unit Administrator has determined that the next of kin cannot be located.
 - B. Upon contact with the next of kin, the notifier shall inform them of the death and relate facts relevant to the death, as provided by the attending physician and/or investigating officials. The notifier shall consult with the next of kin regarding the disposition of the body and provide the following information:
 1. if the Medical Examiner has taken possession of the body to perform an autopsy, the next of kin shall be advised to

contact the Office of the Chief Medical Examiner for further information;

2. if the body is in a Department of Correction institution or contract facility and has been released by the Medical Examiner, the body may be removed from the facility by a Funeral Director designated by the next of kin, provided the removal is timely, as stipulated by the Unit Administrator, otherwise, the facility Unit Administrator shall contact a predetermined local Funeral Director and arrange the prompt removal of the body to a funeral home; or
 3. if the inmate has died in a community hospital and the body has been released by the Medical Examiner, the next of kin may arrange the removal of the body to a funeral home.
- C. At the time of the death notification, the next of kin shall be advised of the procedures to collect the personal effects of the deceased. If the next of kin do not wish to come to the facility, the Unit Administrator shall forward a letter to them within one (1) week of the death, to express appropriate concern and to address the aforesaid matters. If there is no claim for the property, the Unit Administrator shall determine the disposition of the property.

8. Transporting and Disposition of the Body.

- A. Medical Examiner. The Medical Examiner will take possession of a body for autopsy if the death was: violent; sudden or unexpected; occurred under suspicious circumstances; or, if in the judgment of the Medical Examiner, an autopsy should be performed. The Medical Examiner will arrange the transport of the body from the scene of the death to the Office of the Chief Medical Examiner for autopsy. When the autopsy and inquest have been completed, the Medical Examiner will release the body to a Funeral Director designated by the next of kin or Unit Administrator.
- B. Next of Kin. Upon notification by the Unit Administrator or the Office of the Chief Medical Examiner that the body has been released, the next of kin will be responsible to arrange with a Funeral Director to remove the body from the specified location to a funeral home for final disposition.
- C. Facility. If the next of kin cannot be located immediately, or if upon notification, the next of kin is unable to arrange the timely removal of the body from the applicable facility, as specified under Section 7 above, the Unit Administrator shall arrange with the designated Funeral Director for the transfer of the body from the facility to a funeral home, or if the next of kin has refused to claim the body, or if after a diligent effort by the Unit Administrator, the next of kin cannot be contacted/located, the Unit Administrator shall instruct the Funeral Director to carry out the final disposition of the body.
- D. Financial Responsibility. Payment for services provided on behalf of a deceased inmate shall be the responsibility of the next of kin unless indigence is demonstrated. If the Department of Correction facility is responsible for the services, the Unit Administrator shall use any available funds in the inmate's account to defray the cost of final disposition of the body. If there are no available funds, burial expenses shall be at Department of Income Maintenance rates.

9. Community or Contract Facility Death. The Director of Community Services, in concert with the appropriate Complex Warden, shall ensure that each Community Services office and Department of Correction contract facility maintains written policy and procedure to address staff duties and responsibilities in the event of an inmate death in accordance with the following:
 - A. Community. Upon information of the death of an inmate in the community, the Community Services Administrator shall ensure prompt notification and reporting through the appropriate chain of command in accordance with Administrative Directive 6.6, Reporting of Incidents.
 - B. Department of Correction Contract Facility. Upon the death of an inmate in a Department of Correction contract facility, the contract facility staff shall notify the Community Services Administrator who shall ensure the appropriate incident reports are completed and the incident is reported in accordance with Administrative Directive 6.6, Reporting of Incidents. Additional notification and disposition procedures regarding an inmate death in a contract facility shall be as follows:
 1. In the event of a suspicious, violent or untimely death, the contract facility supervisor on duty will immediately notify the Connecticut State Police and the Office of the Chief Medical Examiner for direction and will ensure that all instructions are followed.
 2. Responsibility for disposition of the body of an inmate who has died in a Department of Correction contract facility shall be the same as if the inmate had been residing in the sending Department of Correction facility. Immediate notification of the death shall be made by the appropriate Community Services Administrator to the Unit Administrator of the sending facility and shall include all known facts pertinent to the death, including the name(s) and telephone number(s) of the next of kin. The Unit Administrator shall immediately notify and inform the next of kin, in accordance with Section 7 above.
 3. The appropriate Community Services staff member shall ensure that the inmate's financial account and other property are transferred from the Department of Correction contract facility to the sending Department of Correction facility by the next business day. The Unit Administrator shall arrange for the disposition of the inmate's property, as specified under Section 8 above.
10. Inmate Records and Documentation Upon Death.
 - A. Master File.
 1. Department of Correction Facility Death. Copies of incident reports and other Department of Correction documentation pertaining to an inmate death shall be filed in the inmate master file. The Shift Commander shall ensure that the appropriate Department of Correction documentation has been

entered in the file and shall deliver the file to the Unit Administrator for review. Following the review, the record shall be maintained in secure storage in the facility records unit.

2. Community Death. The death certificate and if applicable, police reports, shall be secured and distributed with the incident report summary, utilizing the appropriate chain of command, in accordance with Administrative Directive 6.6, Reporting of Incidents. Copies of these and all other Department of Correction documents pertaining to the death shall be transferred to the appropriate Community Services Records Specialist for inclusion in the inmate master file with instructions to bring closure to the case prepare the file for storage. The Records Specialist shall forward the master file of each inmate who died in Transitional Supervision or Community Release status to the Department of Correction facility that released the inmate, for storage in accordance with Administrative Directive 4.1, Offender Records.
3. Contract Facility Death. Copies of all appropriate data and reports pertaining to the death shall be distributed in accordance with Administrative Directive 6.6, Reporting of Incidents, and copies filed in the master file. The file shall be transferred to the Community Services Records Specialist with instructions to bring closure to the case and prepare the file for transfer to the Unit Administrator of the sending facility for review. After review of the file by the Unit Administrator, the file shall be forwarded to the appropriate storage location, in accordance with Administrative Directive 4.1, Offender Records.

B. Health Records.

1. Department of Correction Facility Death Health Record. Pertinent medical incident reports shall be completed as specified in accordance with Administrative Directive 6.6, Reporting of Incidents, and filed in the health record. Copies shall be provided to the Shift Commander as required. The appropriate Health Services staff member shall document in the health record the health-related circumstances surrounding the death and the fact that the death has occurred. If the Medical Examiner has taken possession of the body, the appropriate staff member shall clearly documented such in the health record. When the Department of Correction documentation has been completed, the health record shall be reviewed by the Correctional Hospital Nursing Supervisor or designee, who shall seal, mark as "Confidential", and immediately deliver the record to the Unit Administrator for conservancy by the Quality Improvement/Risk Management Unit. The Unit Administrator shall contact the Risk Management section of the Quality Improvement Unit and arrange for delivery of the health record to the Director of Health and Mental Health Services by the next working day after the death. The Director of Health and Mental Health Services and the Mortality Review Committee shall review the health record, in accordance with in Administrative Directive 8.10, Quality Improvement.

2. Community or Department of Correction Contract Facility Death Health Record. The Community Services Records Specialist shall contact the Risk Management section of the Quality Improvement Unit, Department of Health Services, to arrange for the secure transfer of the health record to Risk Management staff. Risk Management staff shall ensure transfer of the record to the Director of Health and Mental Health Services.
 - C. Access to Records. Access to inmate records shall be in accordance with Administrative Directive 4.4, Access to Information. The Medical Examiner shall have access to all inmate records as required for the performance of the duties of the Medical Examiner, including pertinent medical information provided upon notification of the death. Health information shall be provided to the Funeral Director, as required by law.
11. Exceptions. Any exception to the procedures in this Directive shall require prior written authorization from the Commissioner.